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ABSTRACT

Designed as supplemental material to on-going instruction in the vocational program, this first of three picture dictionary booklets in the Graphic Arts series is intended to assist the learning handicapped student to master the core vocabulary taught in the trade. Intended for individual or small group instruction with minimal supervision, this module contains four lessons dealing with binding and printing. The format for each lesson includes (1) general directions, with a list of words taught in that lesson, and (2) each word presented on a separate page with a representative picture and simple definition. (The module is intended for use with a cassette tape and flash cards.) An alphabetical index to the vocabulary words in the module is given at the back of the booklet. Two other dictionaries in this series are available as CE 024 420 and CE 024 740. An accompanying teacher's manual is available separately as CE 024 418. (This is one of five series of materials developed by Project HIRE. The two-volume final report of the project is available as CE 024 117 and CE 024 118. See Note for the other series.)
(YLB)

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CE

Dictionary

PROJECT WIRE

Graphic Arts Dictionary

For Resource Room Instruction

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School of Education**

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GRAPHIC ARTS
Book I
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GRAPHIC ARTS

BOOK I

LESSON 1

GRAPHIC ARTS

Lesson 1

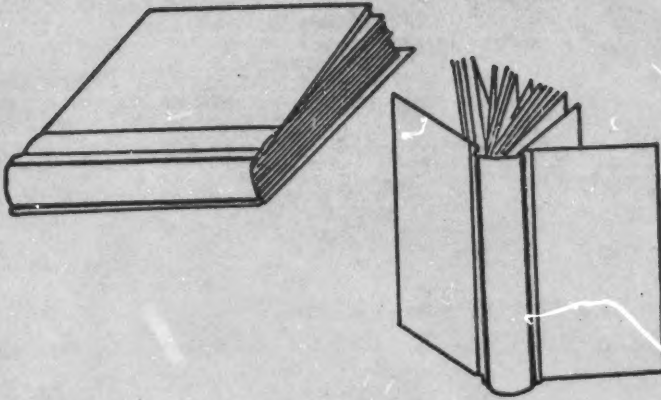
DIRECTIONS:

1. The words in this lesson are:

bind
parallel lines
parallel letter folds
right angle folds
signature
tip-in
gather
inserting
lift
ream
jog
trim

2. Each word has its own page with a picture. Under the picture, you will find the meaning of the word.
3. Turn the pages and look at the words while you listen.
4. When you get to the last word, turn back to page 1. The tape will say the words again.

6/A



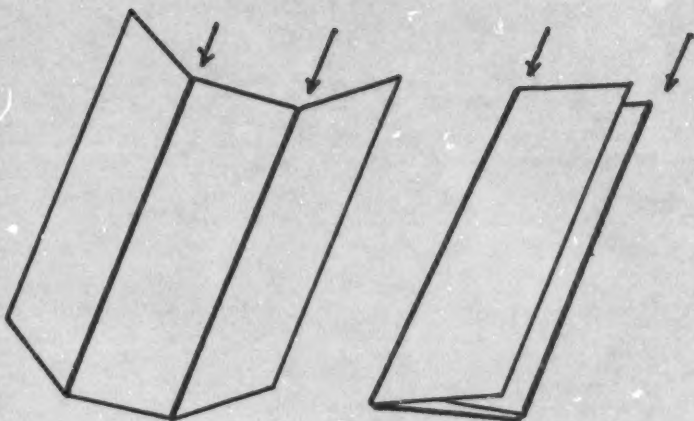
bind

Bind means to fasten the
pages of a book between
covers.



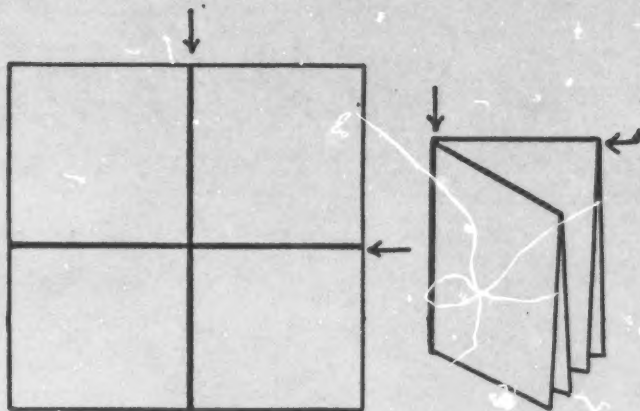
parallel lines

Parallel lines are two straight lines that look like railroad tracks.



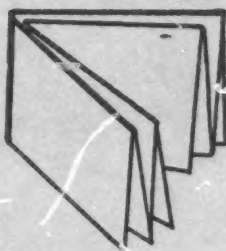
parallel letter folds

Parallel letter folds are two folds in a piece of paper that look like railroad tracks.



right angle folds

Right angle folds are two folds in a piece of paper that cross. The lines of the folds look like a large plus sign (+).



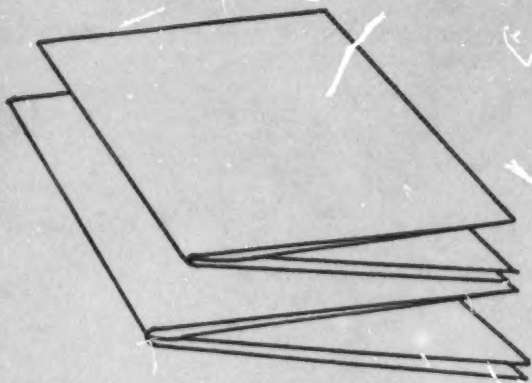
signature

A signature is made from a large sheet of paper that has many printed pages on it. The large sheet is folded several times to the size of one page.



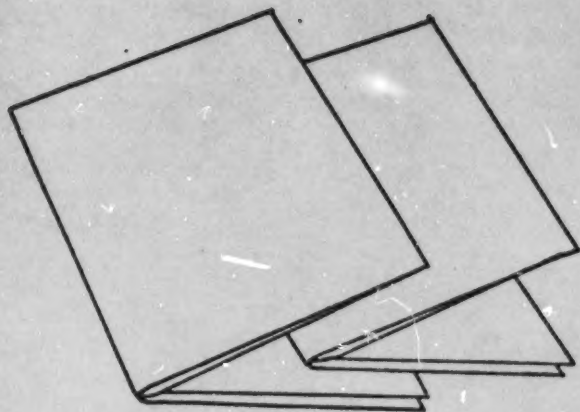
tip-in

Tip-in means to glue
one page into a
signature.



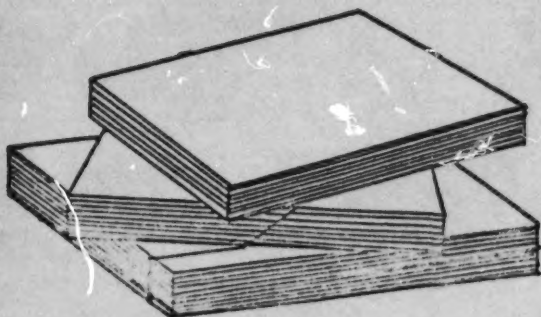
gather

Gather means to put
signatures in the proper
order before binding.



inserting

Inserting means putting
signatures inside each
other.



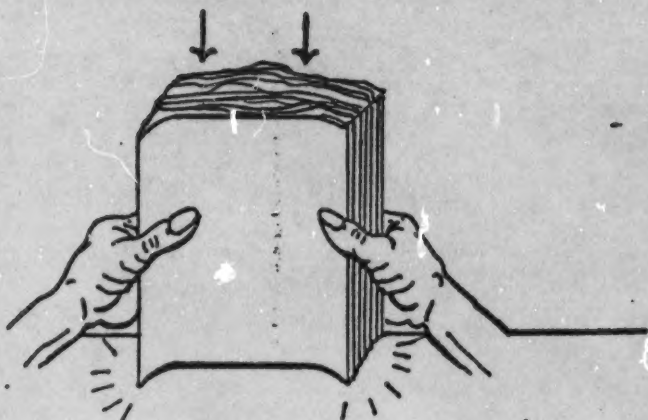
lift

A lift is a pile of papers. A lift often means a pile of 500 sheets of paper.



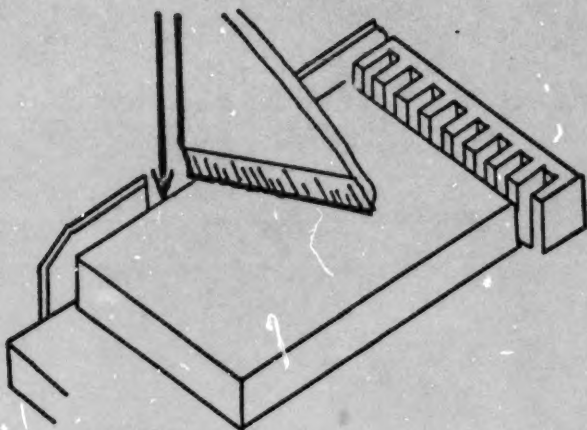
ream

A ream is a pile of 500
sheets of paper.



jog

Jog means to straighten
the edges of a lift of
paper.



trim

Trim means to cut a gift
of paper to a special
size.

DIRECTIONS CONTINUED:

1. Now you should get cards 1 to 12 from the box.
2. When you have the cards, look at the first picture and see if you know the meaning of the word.
3. Turn the card over and see if you are right.
4. Do the other cards in the same way.
5. If you do not get each one right, listen to the tape again. Then try the cards again.
6. If you do get them all right, ask your teacher for Activity 1. Now rewind this tape and get cards 1 to 12.

GRAPHIC ARTS

BOOK I
LESSON 2

GRAPHIC ARTS

Lesson 2

DIRECTIONS:

1. The words in this lesson are:

padding compound

pad

chip board

padding press

pad counter or spade

padding brush

folding bone

folder

grain

with the grain

against the grain

long grain

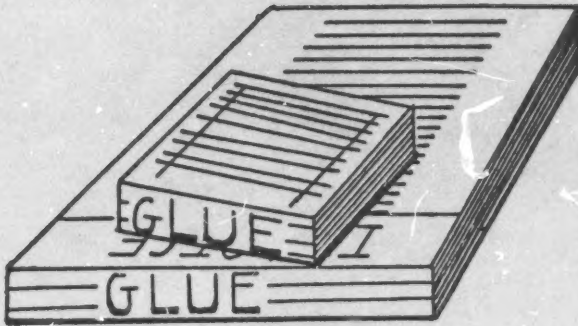
short grain

2. Each word has its own page with a picture. Under the picture, you will find the meaning of the word.
3. Turn the pages and look at the words while you listen.
4. When you get to the last word, turn back to page 13. The tape will say the words again.



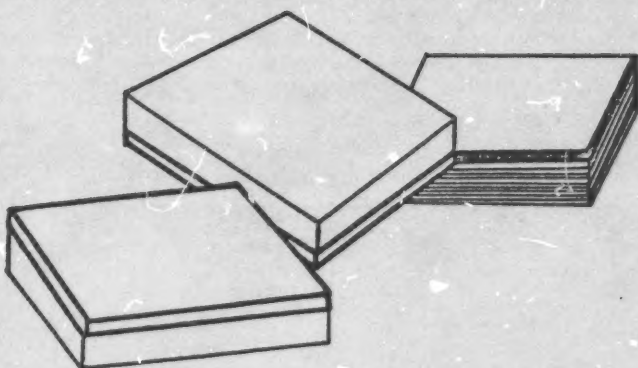
padding compound

Padding compound is a rubber glue. It is used to glue the edges of paper together.



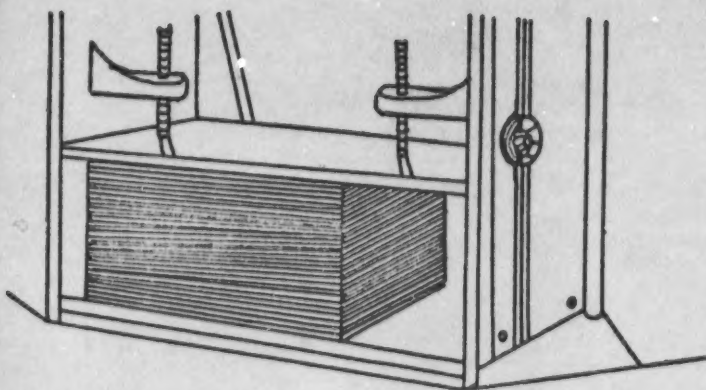
pad

A pad is a pile of papers
that have been glued
together on one edge.



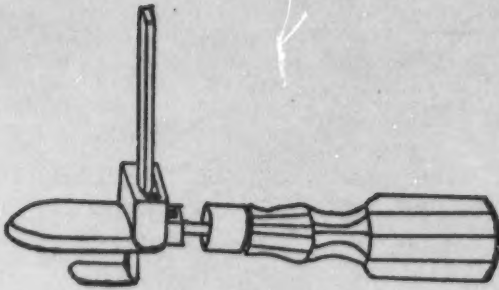
chip board

A chip board is a rough
cardboard used as a
backing on pads.



padding press

A padding press is a machine. It holds paper tightly as it is being glued together on one edge.



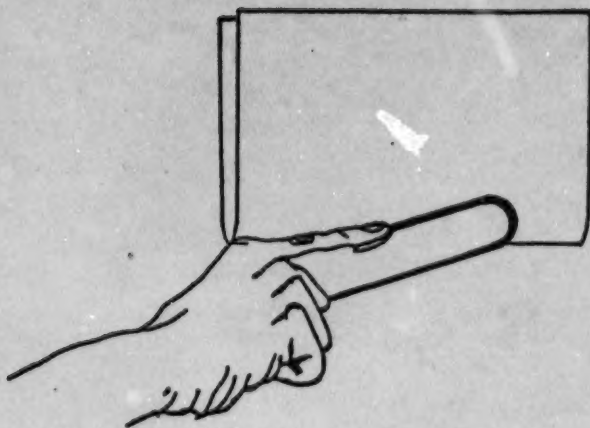
pad counter or spade

A pad counter or spade is a tool used to measure the amount of paper put in a pad. It can be changed to measure different amounts of paper.



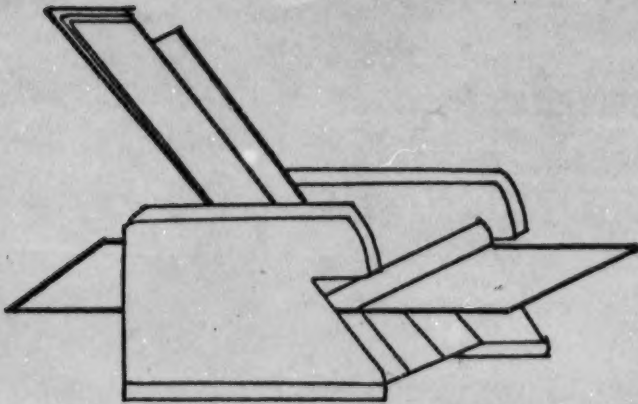
padding brush

A padding brush is used to put padding compound on the edge of paper held in a padding press.



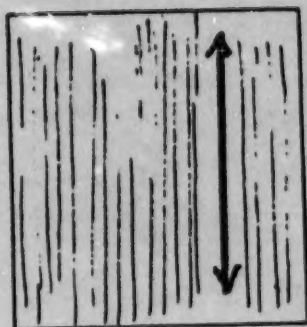
folding bone

A folding bone is a hand tool used to fold paper. It helps to make tighter folds.



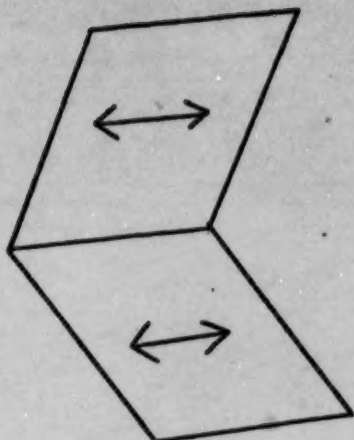
folder

A folder is a machine
that folds paper. It
can fold paper to any
size.



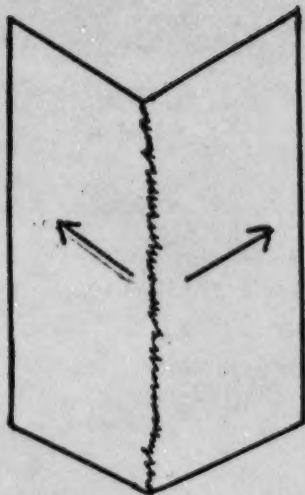
grain

Grain is the direction
of the lines (fibers) in
a sheet of paper.



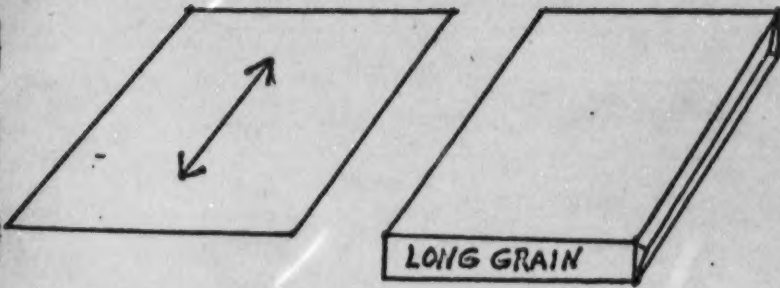
with the grain

With the grain means
in the same direction
as the fibers in a sheet
of paper. Paper folds
smoothly "with the grain."



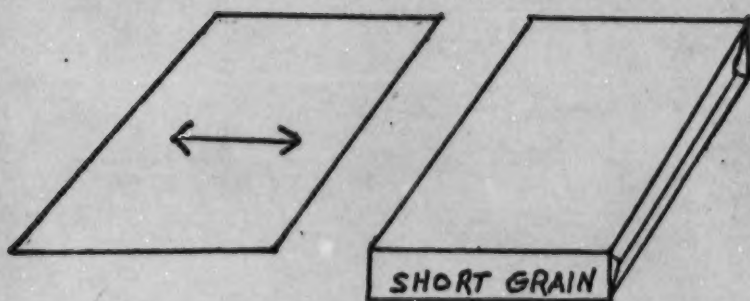
against the grain

Against the grain means not in the same direction as the lines (fibers) in a sheet of paper. Against the grain means in the other direction. Paper does not fold smoothly "against the grain."



long grain

Long grain means the grain in a sheet of paper goes from the top to the bottom of the page.



short grain

Short grain means the grain in a sheet of paper goes across the page from side to side.

DIRECTIONS CONTINUED:

1. Now you should get cards 13 to 25 from the box.
2. When you have the cards, look at the first picture and see if you know the meaning of the word.
3. Turn the card over and see if you are right.
4. Do the other cards in the same way.
5. If you do not get each one right, listen to the tape again. Then try the cards again.
6. If you do get them all right, ask your teacher for Activity 2.
Now rewind this tape and get cards 13 to 25.

GRAPHIC ARTS

BOOK I

LESSON 3

GRAPHIC ARTS

Lesson 3

DIRECTIONS:

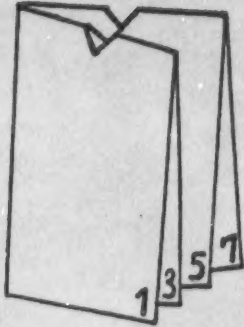
1. The words in this lesson are:

dummy
collate
fan
stitch
stitcher
saddle stitch
side stitch
perforator
die cut
steel rule die
emboss
score

. Each word has its own
page with a picture.
Under the picture,
you will find the
meaning of the word.

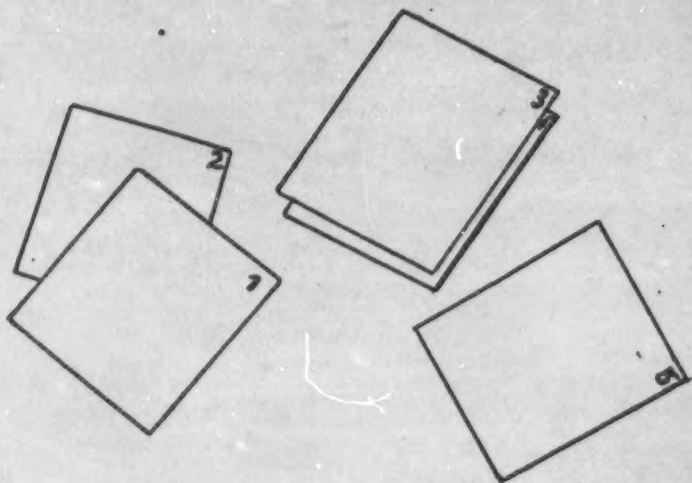
Turn the pages and
look at the words
while you listen.

. When you get to the
last word, turn back
to page 26. The tape
will say the words
again.



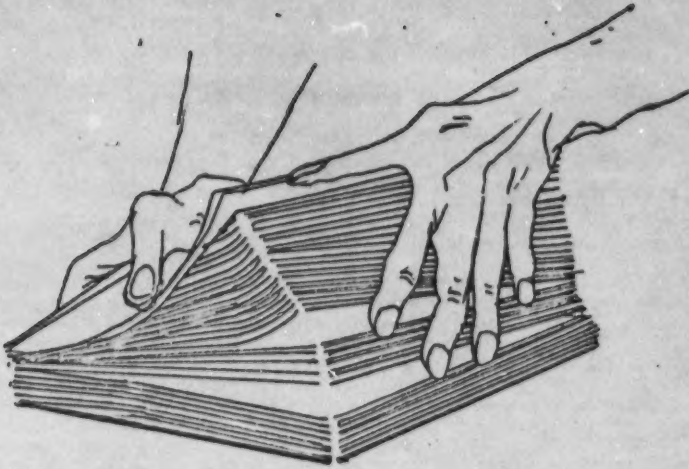
dummy

A dummy is a rough plan for a book. It shows the order of the pages.



collate

Collate means to put
pages or gathered sheets
in proper order before
binding.



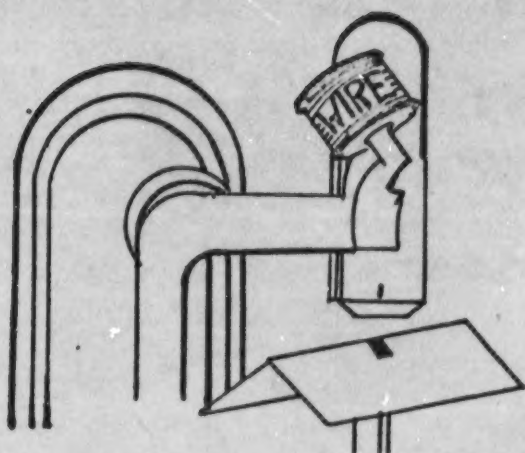
fan

Fan means to put air
between sheets of paper
so they do not stick
together.



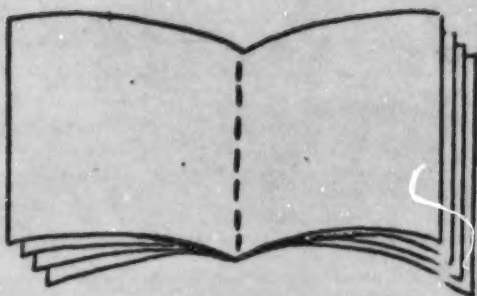
stitch

A stitch is a thin piece of wire used to fasten pages. Stitch is another name for staple.



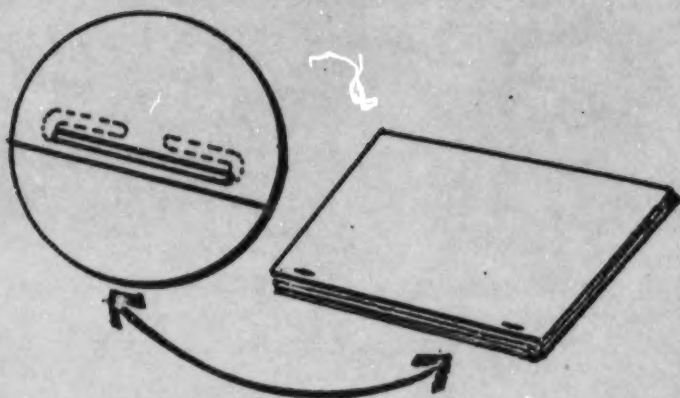
stitcher

A stitcher is a machine that makes its own staples from a roll of wire. It is used to bind books.



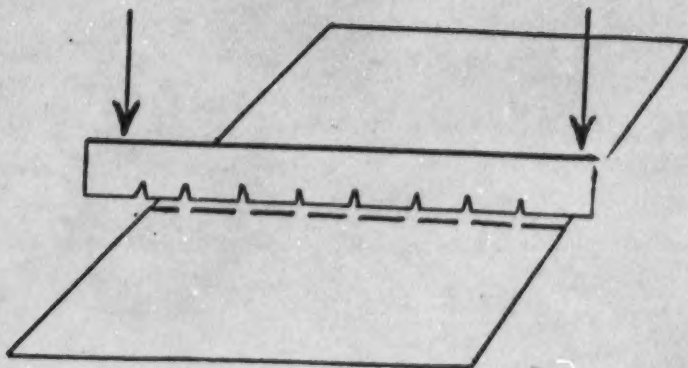
saddle stitch

Saddle stitch means to fasten pages of a small book by stapling through the middle fold of the sheets.



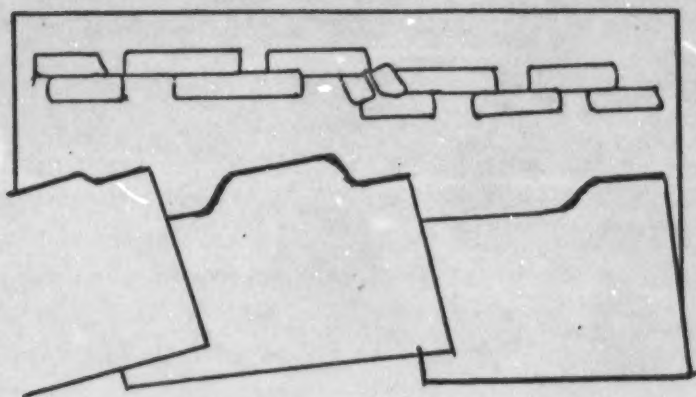
side stitch

Side stitch means to
staple sheets together
on the left side of the
paper.



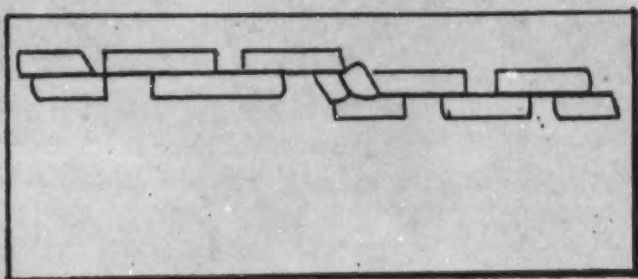
perforate

Perforate means to punch rows of small holes or slits in paper. The holes or slits make it easy to tear the paper apart.



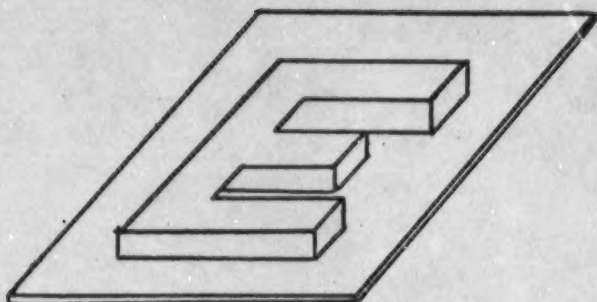
die cut

Die cut means to cut
paper into shapes.



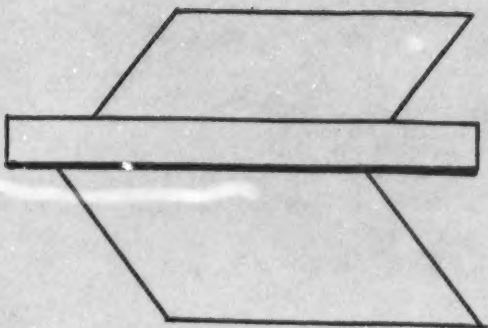
steel rule die

A steel rule die is a
tool used to die cut
paper.



emboss

Emboss means to put raised letters, words, or artwork on the surface of paper without ink.



score

Score means to put a mark or line into the surface of paper. A score mark makes it easy to fold the paper.

DIRECTIONS CONTINUED:

1. Now you should get cards 26 to 37 from the box.
2. When you have the cards, look at the first picture and see if you know the meaning of the word.
3. Turn the card over and see if you are right.
4. Do the other cards in the same way.
5. If you do not get each one right, listen to the tape again. Then try the cards again.
6. If you do get them all right, ask your teacher for Activity 3.
Now rewind this tape and get cards 26 to 37.

GRAPHIC ARTS

BOOK I

LESSON 4

GRAPHIC ARTS

Lesson 4

DIRECTIONS:

1. The words in this lesson are:

laminate
paginate
numbering machine
binding post
hollow drill
perfect binding
plastic comb
plastic comb punch
plastic comb binder
ring binder
spiral binding
friction binding

2. Each word has its own page with a picture. Under the picture, you will find the meaning of the word.
3. Turn the pages and look at the words while you listen.
4. When you get to the last word, turn back to page 38. The tape will say the words again.



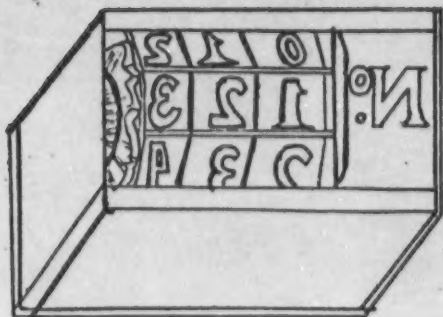
laminate

Laminate means to put a thin, clear coating on both sides of a printed sheet. This protects the paper.

	1	2	3	4	5	6	7	8	9	10	11

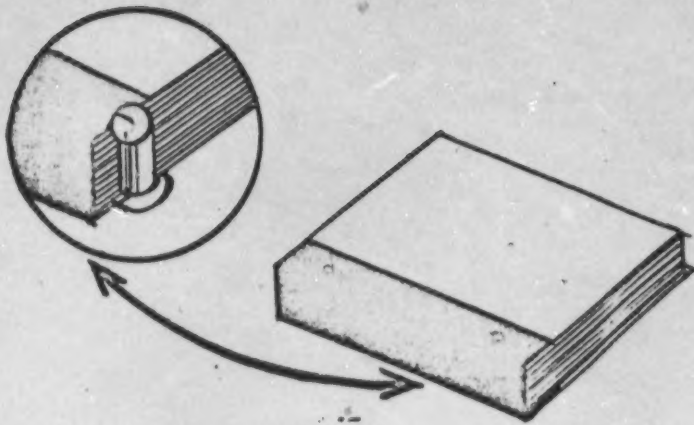
paginate

Paginate means to number
pages.



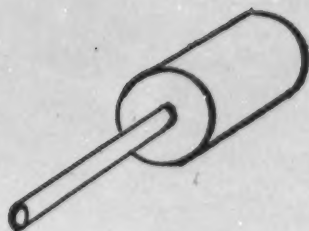
numbering machine

A numbering machine
prints numbers in order.
It can print the numbers
in backward or forward
order.



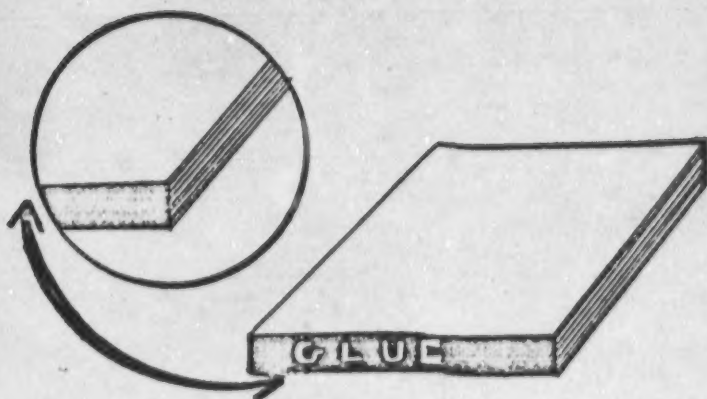
binding post

A binding post is a brass post used to hold sheets of paper in a notebook. It is often used for bookkeeping sheets.



hollow drill

A hollow drill is a special paper puncher. It brings the paper removed from the holes up through the drill and out the top.



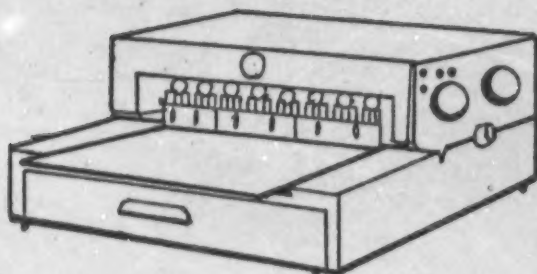
perfect binding

Perfect binding means that pages are held together with glue only. In perfect binding you do not sew or staple pages.



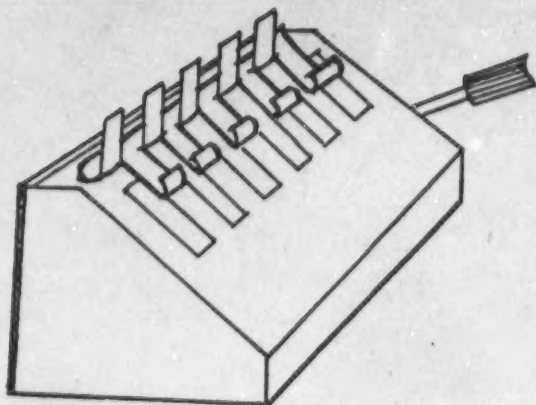
plastic comb

A plastic comb has a row of curved fingers connected to a back. The fingers go through the holes in the paper and form a circle to hold the pages.



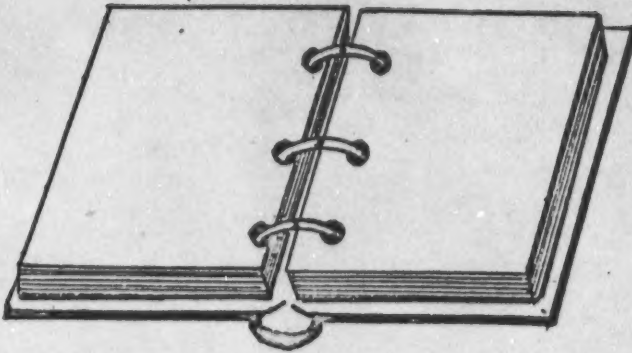
plastic comb punch

A plastic comb punch is a machine that puts special holes in paper for binding with a plastic comb.



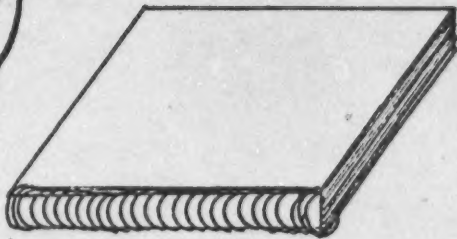
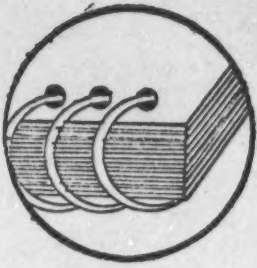
plastic comb binder

A plastic comb binder is a machine used to hold open the fingers on a plastic comb.



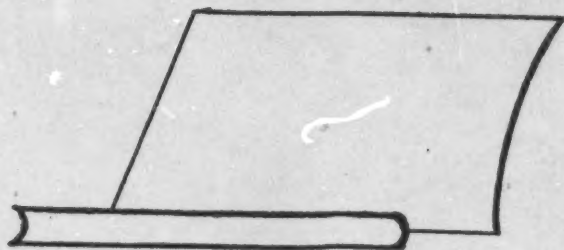
ring binder

A ring binder is a notebook. It has rings that open together. Pages can be put in or taken out separately.



spiral binding

Spiral binding is a wire coil that is put through small round holes in the paper. Extra pages cannot be added after binding.



friction binding

Friction binding is a folded plastic strip. It slides along the edge of the papers.

DIRECTIONS CONTINUED:

1. Now you should get cards 38 to 49 from the box.
2. When you have the cards, look at the first picture and see if you know the meaning of the word.
3. Turn the card over and see if you are right.
4. Do the other cards in the same way.
5. If you do not get each one right, listen to the tape again. Then try the cards again.
6. If you do get them all right, ask your teacher for Activity 4.
Now rewind this tape and get cards 38 to 49.

GRAPHIC ARTS

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